



2015 Kansas Child Care Disaster Plan

Contents

Plan Summary _____	1
Kansas Department for Children and Families _____	1
Kansas Department of Health and Environment _____	2
Kansas Division of Emergency Management _____	3
Other CCDF Key Agencies _____	3
Coordination of Effort In carrying Out Disaster Response Functions _____	5
KDCF Disaster Response Guidelines _____	7
KDHE Child Care Licensing Program Guidance _____	16
Evacuation and Relocation Procedures _____	18
Shelter-In-Place and Lock-Down Procedures _____	19
Communication and Reunification Procedures _____	20
Special Accommodation Procedures _____	22
Continuity of Operations and Child Care Services _____	24
KDHE's Emergency Disaster Guidelines for Early Care and Youth Programs _____	25
Temporary Emergency Child Care Facilities within the disaster area or set up outside the disaster but not licensed at the time of the disaster _____	25
Regulated Child Care and School Age Program Facilities not directly impacted by the disaster _____	26
Local health departments contracted to provide child care regulatory services affected by the disaster _____	27
Guidance for regulated facilities within the disaster area or facilities that are temporarily closed and then reopened following the disaster _____	27
Emergency Preparedness Procedures for Staff and Volunteers _____	29
Appendices _____	30
Appendix 1- Kansas Response Plan 2014 _____	30
Appendix 2-ESF Coordination for KDCF, KDHE, and KDEM _____	31
Appendix 3-Emergency Preparedness Planning in Child Care _____	32
Appendix 4- Assisting Individuals for Functional Needs during Evacuation and Sheltering _____	34
Appendix 5- Child Care Licensing Program Policy _____	35
Appendix 6- KDHE's Sample Plan Template for child Care Providers _____	36
Appendix 7- Kansas Statewide Communication Interoperability Plan _____	41

Plan Summary

The local governments have ultimate control of the response operations during an emergency response, with support from their state and federal counterparts. Specific emergency actions and responsibilities of local governmental stakeholders are found within each county's emergency operations plan. The Kansas Response Plan unifies and enhances the capabilities and resources of State agencies and organizations to support local agencies in response to terrorism, major natural disasters, and other major emergencies. See appendix item 1 for a link to the complete Kansas Response Plan for 2014. The Kansas Response Plan provides pre-assigned responsibilities to state agencies and organizations. The Kansas Response Plan is built on the principles of the National Incident Management System and the National Response Framework which provides the response framework. The Incident Command System is used to direct, command, and coordinate response and recovery operations at all levels of government. The State Emergency Operations Center acts as a Multi-Agency Coordination Center when activated. The Kansas Statewide Childcare Disaster Plan will not replace anything in the Kansas Response Plan. The Kansas Statewide Childcare Disaster Plan serves to summarize the coordination and communication in the event of a disaster or emergency with the primary focus on children in child care settings. Coordination may occur in the child care provider setting, the local community, the county, the state, the region, and the nation, depending on the level of response needed. Licensed child care providers in the State of Kansas are required to develop an emergency plan and develop emergency procedures and drills to prepare for the possibility of a disaster. Child care licensing surveyors review these emergency plans during the annual inspection and provide consultation and technical assistance when needed. City governments may develop a local emergency operations plan or utilize the policies in the corresponding county emergency operations plan. Cities initiate emergency actions based on these plans. All counties have established emergency management programs and county emergency managers as required by Kansas law. County officials with the emergency management responsibilities initiate actions based on their county emergency operations plan and they activate and request state assistance when needed.

KANSAS DEPARTMENT FOR CHILDREN AND FAMILIES

Kansas Department for Children and Families is the primary state human services agency and the CCDF Lead Agency. Within the Kansas Response Plan, Kansas Department for Children and Families (KDCF) and American Red Cross are the primary agency for Emergency Support Function 6: Mass Care, Housing and Human Services. See appendix item 4 for detailed plans regarding how KDCF (formally known as the Kansas Department of Social and Rehabilitation

Services) will assist individuals with functional needs (including unaccompanied children, pregnant women and infants) during evacuation and sheltering. Housing (formally called Sheltering) involves assistance for short-term housing and long-term housing needs. When provided, child care services to families which are in congregate shelters are considered part of the sheltering operation. Kansas KDCF and Red Cross have the role of helping Emergency Managers plan and provide safety for every person in the community, including those with functional needs, which includes those with medical conditions, unaccompanied children, and infants. Part of this planning includes ensuring the availability of infant supplies. Mass Care includes collecting and providing information on disaster survivors to family members. Reunification of families is included as a human services responsibility and the American Red Cross Safe and Well system is utilized to assist in the reunification of children with parents or guardians. Kansas KDCF also serves as a support agency for Emergency Support Function 14: Long Term Community Recovery, which looks at long-term impacts to the community and would include community infrastructure recovery. Community infrastructure recovery includes child care facilities and child care needs being identified, coordinating recovery efforts and the use of resources to support this recovery. The details of the responsibilities involved in these various roles during preparedness, mitigation, response, and recovery are defined in the Kansas Response Plan. All agencies support ESF 15: Public Information and External Communications to disseminate information to the general public. All agencies also support ESF 5: Emergency Management function which supports state activities in response to all-hazard emergencies or disasters. See appendix items 1 and 2 for more details.

KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT

Kansas Department of Health and Environment (KDHE) has many internal divisions and one division serves as the state child care licensing agency. Within the Kansas Response Plan, Kansas Department of Health and Environment (KDHE) is the primary agency for Emergency Support Function 8: Public Health and Medical Services, which covers a wide scope of needs, including the medical needs of children who are disabled or have chronic medical conditions. This may also include assisting KDCF and the American Red Cross's Mass Care efforts with alternative shelter measures for children (and others) that require care at levels beyond what is provided in a community shelter. KDHE is the primary agency for Emergency Support Function 10-Oil and Hazardous Material and as a support agency for Emergency Support Function 3: Public Works and Engineering. They assist mainly with water supply and debris handling. KDHE also assist with Emergency Support Function 4: Fire Fighting, where it assists with air quality and hazardous material issues and ESF 11-Agriculture and Natural Resources and ESF 14-Long Term Community Recovery. All agencies support ESF 15: Public Information and External Communications to disseminate information to the general public. The details of the responsibilities involved in these

various roles during preparedness, mitigation, response, and recovery are defined in the Kansas Response Plan. See appendix items 1 and 2 for more details.

KANSAS DIVISION OF EMERGENCY MANAGEMENT

Kansas Division of Emergency Management (KDEM) is the state's emergency management agency. KDEM is the primary agency in the Emergency Support Function 3: Public Works and Engineering, which is charged with assisting in the restoration of the infrastructure systems and services to support the community. This might include providing or restoring emergency power supplies for critical facilities, water and sewer services, portable water, and water for firefighting. KDEM is also the primary agency in the ESF 5 function which supports state activities in response to all-hazard emergencies or disasters. KDEM supports the ESF 1-Transportation function to manage the transportation systems and transportation infrastructure. KDEM is one of the primary agencies responsible for Emergency Support Function 7: Logistics Management and Resource Support which includes managing the flow and acquisition of goods or services needed in the disaster response. KDEM supports the ESF 2-Communication function, which involves the effort to restore the communications infrastructure and coordinate communication supports during incidents. KDEM is a support agency for Emergency Support Function 4: Fire Fighting and assist with various aspects of the firefighting effort. KDEM supports Emergency Support Function 5: Mass Care, Housing and Human Services by providing training and assisting with coordination in all phases of response. KDEM supports the efforts of Emergency Support Function 8: Public Health and Medical services by providing a liaison with the information clearinghouse regarding missing persons and casualties managed by the American Red Cross and assistance with victim's identification, movement, storage and disposition. See appendix items 1 and 2 for more details.

OTHER CCDF KEY AGENCIES

The local and state Resource and Referral agencies and the Kansas Children's Cabinet and Trust Fund (which has been assigned as the state advisory council) do not have any assigned agency roles in the Kansas Response Plan 2014. These agencies assist in other ways.

Kansas Child Care Training Opportunities, Inc. (KCCTO) offers state-wide training opportunities for providers and early education professionals on developing, sharing, practicing, and updating an emergency plan. This training is offered through collaboration with Child Care Aware of Kansas and Kansas Department of Health and Environment.

Child Care Aware of Kansas has a plan that will support child care providers in their Emergency Preparedness efforts. Resources concerning emergency preparedness planning are

also available to child care providers from other entities across the state. Child Care Aware of Kansas is creating materials for child care providers, including how to engage the older children in care and their families in emergency preparedness planning. In this way the Kansas CCR&Rs support child care facilities in developing, modifying and updating their emergency preparedness plans.

The Kansas Children's Cabinet and Trust Fund is supporting efforts to increase parents' and caregivers' awareness of childhood trauma and ways to foster resilience. Trauma incurred by children during an emergency may require various approaches to help prevent long term negative impact. The Kansas Children's Cabinet and Trust Fund helps support mental health providers' services which may be critical in the aftermath of an emergency situation.

Coordination of Effort In carrying Out Disaster Response Functions

The Kansas Response Plan of 2014 (appendix item 1) describes coordination responsibilities for Kansas before, during and after a disaster response. During all phases, Kansas Division of Emergency Management (KDEM) works closely with local, state, federal, and nongovernmental partners, including KDCF and KDHE.

The Kansas Division of Emergency Management is the lead agency in coordinating emergency operations through all phases of emergency management. KDEM is organized into three program areas to fulfill this statutory responsibility. These program areas include preparedness, planning and mitigation, response and recovery.

The preparedness branch has three program areas; training, exercise, and crisis city.

The Planning and Mitigation Branch partners with municipal, county, state, federal, tribal, and volunteer organizations to conduct emergency management planning and problem solve various mitigation issues.

The Response and Recovery Branch contains the Communications Unit, Individual Assistance program, Public Assistance Program, Regional Coordination Program and Technological Hazards section.

In the event of an emergency, the city government informs the county emergency management of situations that require countywide coordination. The mechanism for coordination is the State Emergency Operations Center at the state level and the county emergency operations center at the local level. The county emergency manager or their designee may request assistance from the State of Kansas when certain conditions are met that demonstrate the need for this assistance. Interstate coordination may be needed when state and local resources are overwhelmed and federal assistance is unavailable or not adequate. This interstate agreement is called Emergency Management Assistance Compact (EMAC). The EMAC coordinator will request interstate assistance. The governor of Kansas will request federal assistance when state or tribal capabilities are not sufficient or have been exhausted.

The State Emergency Operations Center is activated upon the need for state assistance and has four levels of activation. At a partial level of activation primary ESFs are notified and requested to report to the SEOC. At a full level of activation all ESFs are notified and requested to report to SEOC as needed. KDCF, KDHE, and KDEM are all responsible for providing necessary

support to the SEOC as requested by KDEM. The required support is identified in the ESF annexes. See appendix items 1 and 2 for more details.

KDCF Disaster Response Guidelines

The information below is taken from the KDCF Response Guidelines dated April 2013. It explains in more detail some of the coordination efforts of the agency relating to disaster response. Names and phone numbers were removed for this document.

Kansas Department for Children and Families
KDCF Disaster Response Guidelines

Introduction

KDCF seeks to respond in a coordinated, effective and efficient manner to all disasters and emergency situations that come our way. Weather related disasters can come in many forms and vary greatly in their magnitude. Emergency situations fluctuate from being a minor disruption to causing complete interruption of business and community life for an extended period of time.

Different types of emergency situations, from destruction of a Service Center, to a devastated community, to a radioactive release from a nuclear power station all require a different type of response. In the Kansas Emergency Management Plan, KDCF is the primary agency for Emergency Support Function 6: Mass Care, Housing and Human Services, and this too brings with it certain agency obligations during times of disaster.

The information contained in this document is primarily about the human-side of responding to a disaster and is not focused on the recovery of business operations. The document is meant to be a resource for KDCF staff involved in planning for and responding to a disaster or emergency situation. The information in the document cannot substitute for good judgment and reason, nor can it address every possible situation that may present itself during a crisis.

Emergency Support Function (ESF) 6: Mass Care, Housing and Human Services

Each ESF in the Kansas Response Plan is headed by a primary state agency which has been selected based on its authorities, resources and capabilities in that functional area. KDCF is the primary agency for ESF 6: Mass Care, Housing and Human Services. In addition to sending a representative to the State Emergency Operations Center (SEOC) to manage that function when the SEOC is activated during an emergency, KDCF has a role in helping Emergency Managers plan and provide for the safety of every person in the

community, including individuals in the community requiring special assistance, and populations considered vulnerable, at risk or special needs.

How to address the transportation, shelter, and unique support needs of individuals with special needs should be addressed by the Emergency Managers, of each county or region in the State, in their Emergency Operations Plan (EOP). KDCF Regional Staff can assist Emergency Managers in knowing the distinct populations within their regions for which to plan and for identifying resources in the area that can assist special needs populations during an emergency.

As long as individuals with special needs have family or staff who can accompany them and meet their needs they will be able to go to any Red Cross Shelter during an evacuation. If individuals with special needs do not have a support person or caregiver who can accompany them, in the course of developing their EOP, County Emergency Managers should make arrangements to provide this necessary support, preferably within the Red Cross Shelter, or in an alternative location if necessary. The Emergency Manager may seek assistance from KDCF PPS staff and staff from other community agencies to provide the support and care giving needed by someone with special needs in a shelter who is not accompanied by a care giver.

KDCF can also help to ensure that providers under contract with the agency to serve vulnerable consumers have adequate plans in place to provide for the safety of individuals they serve. If the provider of services plan for insuring the safety of their consumers is insufficient, the County Emergency Manager should have addressed this contingency in their EOP.

Web addresses for resources that may be helpful include:

- The Kansas Response Plan
<http://www.accesskansas.org/kdem/pdf/library/2008%20KRP.pdf> (current
http://www.kansastag.gov/AdvHTML_doc_upload/2014%20KRP%20FINAL.pdf)
- Kansas Emergency Managers by County
http://www.kansas.gov/kdem/contact_us/cocoordinator_lepclisting.shtml
- Emergency Management Institute (EMI) on-line course regarding special needs populations
<http://training.fema.gov/EMIWeb/IS/is197SP.asp>
- FEMA's Planning Guide for Special Needs Populations
<http://www.fema.gov/pdf/media/2008/301.pdf>

Coordinated Response

The Kansas Response Plan (KRP) is built on the template of the National Incident Management System (NIMS) which provides a consistent framework for incident management at all jurisdictional levels. While most emergency situations are handled locally, when there's a major incident help may be needed from other jurisdictions, the state and the federal government. NIMS was developed so responders from different jurisdictions and disciplines can work together better, because they are working under a standardized command and management structure.

Some general guidelines to Incident Management include:

- Emergency first responders will be the first on the scene of a disaster to conduct search and rescue efforts
 - During this time help from other agencies is not needed
- After search and rescue is complete and the response phase begins, all activities need to be coordinated through the incident command structure that has been established following the incident
- The County or Regional Emergency Manager is generally the Incident Commander
 - They often designate a Liaison Officer to be the point of contact for representatives of other governmental agencies and non-governmental organizations to provide input on their agency's available resources
 - All requests for state or federal resources needed to assist with the disaster response must come from the local Emergency Manager to the State Emergency Operations Center (SEOC)
 - The Emergency Support Function (ESF) representatives, from the various state agencies, who have responded to the SEOC, will work to acquire the resources needed by the Emergency Manager
- Unless KDCF has been designated in the County's Emergency Operations Plan (EOP) as an entity that will provide support to special needs populations, KDCF staff should contact the Incident Liaison Officer before responding to the disaster location, to find out if they are needed and where they should report.
 - If the Incident Liaison Officer cannot be reached KDCF should contact the SEOC before responding to the disaster location. Phone numbers for the SEOC are:
 - . Main Number = (number removed) (during work hours)
 - . 24 Hour Duty-Line (number removed)
 - . (Name removed), Human Services Officer = (number removed); cell: (number removed)

- If KDCF has been designated in the County's EOP as needing to assist with special needs populations, the staff should respond as outlined in the Plan

Some basic NIMS training, while not required, might be helpful for staff who will be involved in responding to disaster shelters or recovery sites, or who work with county emergency managers, first responders or providers in developing disaster response plans. NIMS Training Courses 100, 200 and 700 are designed to enable personnel to operate efficiently during an incident or event within the Incident Command System (ICS) and are available for free on-line.

These and other types of disaster response training can be accessed at <https://ks.train.org/DesktopShell.aspx>. Click on Course Search. On the left side of the page, under Search Options, click on By Course ID. The ID for the ICS 100 course is 1002558, for the ICS 200 course is 1005012 and for the ICS 700 course is 1002546. An account has to be set up on the home page in order to register for a course.

When a Significant Portion of a Community is affected by a Disaster (Regional Response)

Pre-disaster Planning

- Keep your employee ID with you at all times, in order to enter a disaster service site (Shelter or Disaster Recovery Center)
- Have calling lists of Regional Management Team members in an accessible location. Managers should have calling lists of their staff available
- Keep this document in an accessible location as a reference in case of a disaster
- Have a sufficient number of lap tops for staff to work at more than one disaster service site at a time
- Prepare disaster response kits, containing applications, signage, work supplies, and lists of items and resources that may be needed at a disaster service site such as coolers, cell phones, contact information for Information Technology staff and Central Office Program staff. Have kits at several Service Centers in a Region, so that if one is destroyed another Service Center can make theirs available
- Develop relationships with local Red Cross and Salvation Army volunteers, and United Way 211 representatives in the Region.
 - The Red Cross
 - . Is responsible for identifying shelter locations across Kansas
 - . Opens and staffs shelters during disasters
 - . Assists individuals find missing family members or friends

- . Provides medical and psychological first aid to people impacted by the disaster
- The Salvation Army
 - . Provides mobile feeding and hydration stations during disasters
 - . Sorts and distributes donated goods
 - . Provides direct financial assistance to disaster victims for essential living supplies, such as food, clothing, medicine, bedding or baby products; emergency housing needs; and disaster-related medical or funeral expenses
- United Way 211
 - . Assists with coordinating volunteers during the response and recovery phases of a disaster
 - . Assists with coordinating donations from businesses and organizations following a disaster by matching known needs with businesses and organizations willing to donate goods

Initial Response

(If the SEOC is activated, the KDCF Representative who reports to the SEOC will notify the KDCF Executive Team and the Regional Directors that the SEOC is operating)

- Contact agency personnel who live in the disaster area to ensure their safety
- Notify Regional staff and KDCF Executive Team regarding the safety of staff impacted by the disaster
- Provide a status report regarding KDCF special needs populations to the Incident Management Team Liaison Officer (Central Office Program Managers will have contact providers in the impacted area to check on the safety of special needs consumers and communicated this information to the Regional Office(s) and the KDCF Representative at the SEOC)
- Designate a single point of contact for KDCF ITS and Operations
- Central Office ITS single point of contact is (Name removed); and Central Office Operations single point of contact is (Name removed)
- Determine one person who will be the on-site coordinator for KDCF services, and assure they have accommodations close by, if necessary
- After emergency first responders have completed search and rescue efforts, contact the Incident Management Team Liaison Officer (or the SEOC) , informing him/her of the services you have to offer and asking permission to go to the designated disaster services site

- Identify who is managing the disaster services site and inform them of your presence and why you are there
- If the disaster is significant and there is the likelihood that Federal Public and Individual Assistance will be forthcoming contact the KDCF Representative at the SEOC, or the SEOC directly to ask for a Task Number that will allow KDCF to receive FEMA reimbursement if a federal disaster is later declared. Phone numbers for the SEOC are:
 - . Main Number = (number removed) (during work hours)
 - . 24 Hour Duty-Line (number removed)
 - . (Name removed), Human Services Officer = (number removed); cell: (number removed)
- The KDCF on-site coordinator needs to be in contact with the Incident Management Team Liaison Officer on an on-going basis to coordinate operations with other responding agencies and to notify him/her of unmet needs. The Liaison can request the Incident Commander contact the SEOC to ask for assistance in addressing unmet needs
- If a Disaster Recovery Center is open where multiple state agency services will be located, or if KDCF applications will be taken at a shelter, have a disaster response kit brought to the site
- Develop a schedule for staff coverage at the Disaster Recovery Center and/or shelters and begin tracking hours worked immediately
- Insure staff are clear regarding what benefits and services are available through KDCF:
 - Vision Cards and Medical Cards will be replaced and applications for assistance will be processed on a priority basis for individuals living in the disaster area
 - Individuals who were receiving Food Assistance prior to the disaster are eligible for replacement of benefits for lost food
 - If a Federal Disaster with Individual Assistance is declared, income verification requirements may be temporarily waived, and disaster expenses may be deducted from income for families living in the counties included in the Federal declaration
 - TANF, APS, Family Services, and Community Services allocations may be utilized to assist families affected by the disaster, but the program guidelines for utilizing these funds must be followed. Central Office Program Directors may waive some of the paperwork requirements
 - Free crisis counseling to residents of counties declared a Federal disaster is available immediately and for up to one year following the disaster through the All Hazards Behavioral Health program
- Ensure same-day APS and CPS investigations are referred to Social Workers not impacted by the disaster

- Refer families needing assistance not available through KDCF to the Red Cross, Salvation Army or other Volunteer Agency active in the disaster
- Local Operations staff need to work with Central Office Operations and ITS to set up telephone and computer system access, and supply equipment to the Disaster Recovery Center/Shelter, as needed
- Inform KDCF Exec Team regarding the extent of KDCF response operations in the disaster area

Continuing Response

- The KDCF on-site coordinator should attend community response/recovery coordination meetings, as long as KDCF continues to play a role in the response and recovery
- Keep KDCF Exec and Regional Staff informed regarding the on-going status of KDCF involvement in the response and recovery
- Rotate staff responding to the disaster service site, if the response time is lengthy
- Provide for the mental health needs of staff impacted by the disaster and involved in the response operations
- Resume normal operations as soon as possible

Nuclear Power Station Emergency

Wolf Creek Nuclear Power Station near Burlington, KS

Cooper Nuclear Power Station near Brownville, NE

- If there is a nuclear accident, the Kansas Division of Emergency Management (KDEM) will activate the State Emergency Operations Center (SEOC). A representative from KDCF will report to the SEOC to serve as the coordinator for emergency operations related to mass care, housing and human services
- The KDCF representative at the SEOC will notify the KDCF Executive Team; the Regional Directors, Family Services Directors, and Ops Directors; and the PPS Director and Assistant Director of the accident
 - Each Region and PPS should acknowledge receipt of the first notification so that the KDCF SEOC representative knows that someone will be monitoring future updates
- The KDCF representative at the SEOC will continue to keep the KDCF Executive Team; the Regional Directors, Family Services Directors, and OPS Directors; and the PPS Director and Assistant Director informed as events unfold at the nuclear power station. The types of information provided will include:

- Counties impacted by the accident
 - Evacuation orders
 - Shelter locations
- Only Regions with counties impacted by the accident and PPS need to continue to keep the KDCF SEOC representative informed regarding what actions they are taking such as:
 - Determining the safety of KDCF special needs consumers (PPS)
 - Providing support and assistance to individuals with special needs according to the county's Emergency Operations Plan (EOP), or as approved by the Incident Management Team Liaison Officer (Region)
 - Deploying to shelters to offer assistance to Red Cross volunteers (Region)
 - If a shelter is open, the KDCF SEOC representative will add the following individuals to their notifications:
 - Central Office EES Director
 - Central Office, EES Strengthening Family Services Director
 - Central Office, EES Commodities Manager
 - The KDCF representative at the SEOC will relay the information received from PPS regarding the safety of KDCF special needs consumers to the KDCF Executive Team, the impacted Region(s), and the SEOC Director, who is in communication with the Incident Management Team

When a KDCF Service Center is Damaged or Destroyed (Regional Response)

Pre-disaster planning

- Keep your employee ID with you at all times, in order to be allowed into the disaster site
- Keep staff emergency contact phone numbers in an accessible location, as computer equipment may not be working
- Keep this document in an accessible location as a reference in case of a disaster
- Establish and test calling-trees as a means of contacting staff
- Establish which staff will be allowed to enter a damaged or destroyed Service Center
- Staff allowed to enter the Service Center should have keys to the building, as electronic entry devices may not be working
- Designate a single point of contact for KDCF ITS and Operations
- Central Office ITS single point of contact is John Moyer; and Central Office Operations single point of contact is (removed name for CC Disaster Plan)

- Be prepared to quickly provide personal safety items, such as gloves, face masks, etc., to staff allowed to enter the Service Center and assist with file recovery and clean up
- Establish how to dispose of or salvage damaged files and office equipment
- Ensure all staff are aware of their alternative work site, and other aspects of the Region's Continuation of Operations Plan (COOP), in the event a Service Center is closed for a period of time
- Review with staff the location of office tornado shelters
- Initial Response
- Wait until local emergency first responders have completed search and rescue efforts before the designated staff go to the Service Center impacted by the disaster
- Notify the Incident Management Team Liaison that you will be entering the disaster site and going to the damaged Service Center
- Enter the Service Center, when determined to be safe, to assess the damage and secure confidential files
- Utilize personal safety items, such as gloves and face masks to protect yourself from injury
- Take reasonable efforts to prevent further damage to the property, equipment and files
- Notify Service Center staff regarding the status of Service Center operations for the day
- Notify all Regional Staff and the KDCF Executive Team regarding the safety of staff and status of Service Center operations
- Continuing Response
- Arrange for confidential files and salvageable equipment to be removed from the building if necessary
- Organize clean up tasks so staff can work efficiently, and provide personal safety items, such as gloves and face masks
- Coordinate repair or replacement of the building with Central Office Operations and the landlord
- Implement the Regional COOP or resume normal operations as soon as possible

KDHE Child Care Licensing Program Guidance

Effective 06/30/2014, the Kansas Department of Health and Environment's Child Care Licensing Program adopted a new guidance policy pertaining to the requirement that licensed day care homes, group day care homes, child care centers, preschools and school age programs have an emergency plan [K.A.R. 28-4-128(a) and K.A.R. 28-4-592(b)]. Revisions of K.A.R. 28-4-128 are drafted, which will make the development of the emergency plan a requirement before a permanent license may be granted and specifying what information must be included in the plan. These revisions will likely not become law until the early part of 2016. Most of the future required information is currently reflected in the guidance policy (see appendix item 5).

K.A.R. 28-4-128. Safety procedures.

- (a) Each facility shall develop an emergency plan to provide for the safety of children and staff in emergencies such as fire, tornadoes, storms, floods, and serious injury.
- (b) Each emergency plan shall be posted in a conspicuous place in the facility. Staff in day care facilities shall review the plan with parents of children enrolled.
- (c) Each person responsible for the children, including each substitute, shall be informed of and shall follow the emergency plans.
- (d) A fire drill shall be conducted monthly and scheduled to allow participation by each child. Each date and time shall be recorded.
- (e) A tornado drill shall be conducted monthly, April through September, and scheduled to allow participation by each child. Each date and time shall be recorded.
- (f) Each person regularly caring for children shall have first-aid training. Documentation of the training shall be on file at the facility. (Authorized by and implementing K.S.A. 65-508 and K.S.A. 65-522; effective May 1, 1986; amended Feb. 26, 1990.)

K.A.R. 28-4-592 Safety and emergency procedures.

- (b) Emergency plans and evacuation procedures
 - (1) Emergency plans.
 - (A) Each operator shall develop and implement an emergency plan to provide for the safety of children, youth, and staff in emergencies including fire, tornadoes, storms, floods, serious injury, and other types of emergency specific to the geographic area in which the program is conducted.
 - (B) Each emergency plan shall be posted in a conspicuous place in each indoor activity area.
 - (C) Each staff member shall be informed of and shall follow the emergency plans.
 - (2) Evacuation procedures. Each operator shall practice both of the following evacuation procedures with the children and youth:

(A) Fire drills shall be conducted monthly. A record of the date and time of each fire drill and a record of each evacuation time shall be kept on file for one year.

(B) Tornado drills shall be conducted monthly during April through September. A record of the date and time of each tornado drill and a record of each evacuation time shall be kept on file for one year.

The guidance policy (see appendix item 5) identifies the essential components of an emergency plan and supports licensees in their efforts to provide for the health and safety of the children in their care. The essential components include relocation sites and evacuation routes; procedures to meet the needs of individual children, including those with special health care or mobility needs; and procedures for notifying parents and legal guardians and for reunification. Child care licensing surveyors review emergency plans during the annual inspection and provide consultation and technical assistance to assist licensees in maintaining compliance with the requirement. In 2014, the child care licensing program launched Emergency Preparedness Planning web page devoted to preparedness resources for child care providers.

A member of the child care licensing team serves on KDHE's Mass Care Planning Team. KDHE has assigned the local health departments (working together in geographic areas) to serve as contact to help coordinate child care needs in the community. There are county health departments in all Kansas counties.

Evacuation and Relocation Procedures

The primary responsibility for the evacuation of citizens resides with the local government, which is also responsible for determining re-entry. State assistance may be requested by the local government for evacuation efforts if the local resources are exhausted. Evacuation is addressed in ESF 1 (transportation) of the Kansas Response Plan 2014. In the Kansas Response Plan, evacuation is defined as an organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas. If state evacuation support is required, Kansas Department of Transportation and the Kansas Highway Patrol are the primary agencies assigned to the ESF 1 (transportation) function. Kansas division of Emergency Management is a supporting agency. The Office of the State Fire Marshal and Kansas division of Emergency Management are the primary agencies used for search and rescue, which supports the evacuation efforts. While serving as the primary agency for ESF 8 (Public Health and Medical Services), Kansas Department of Health and Environment will coordinate its efforts with Kansas Department for Children and Families and American Red Cross. Kansas Department for Children and Families and American Red Cross has the primary responsibility for ESF 6 (Mass Care, Housing and Human Services). They will assist in providing services to the evacuated population to include: the exchange of information, sheltering, feeding and first aid. ESF 6 (Kansas Department for Children and Families and American Red Cross) will coordinate with ESF 8 (KDHE) and the state ADA coordinator to assist disaster survivors or rescuers who are evacuating persons who have functional and/or vulnerable needs.

According to the ESF6 document (see appendix item 4 below), the Emergency Managers of each county or region in the State, in their Emergency Operations Plan (EOP), should address the details on how to transport, shelter, and support the unique needs of individuals with functional needs. Those with vulnerable needs (which can include children in a child care settings) may be identified using the Kansas Vulnerable Needs Planning system where facilities that care for children can register and provide information that will assist the emergency response agencies and assist those creating the response plans. While developing the county level Emergency Operation Plans, many emergency managers reach out to the child care licensing entities to obtain information on the child care facilities in their areas so their unique needs are considered in the plan.

The Kansas Department of Health and Environment's Child Care Licensing Program guidance policy (see appendix item 5) identifies a designated relocation site and an evacuation route as essential components of an emergency plan for licensed child care providers. KDHE's sample plan template (see appendix item 6) for providers has the following sections with details listed under the evacuation section; evacuation routes/exits, evacuating infants/toddlers and others with limited mobility, emergency information/kits, notification, evacuation sites, transportation to evacuation locations, and additional. There is additional resource information provided to child care providers on KDHE's emergency preparedness webpage.

Shelter-In-Place and Lock-Down Procedures

Shelter-in-place or lock-down may be necessary in certain situations. The Kansas Response Plan 2014 states that the Secretary of KDHE evaluates events involving a disease outbreak to determine if it is necessary for shelter-in-place to prevent the spread of disease. KDHE is also the primary agency responsible to determine the need for shelter-in-place in the event of a nuclear or radiological incident.

The Kansas Department of Health and Environment's Child Care Licensing Program guidance policy (see appendix item 5) states that the emergency plans "should address the types of emergencies likely to occur in or near the facility including a fire, weather related event, missing child, chemical release, utility failure, acts of violence/terrorism or other situations that might require evacuation, lock-down or shelter in place". KDHE's sample plan template (see appendix item 6) for providers has the following sections with details listed under the shelter in place section; evacuation routes/exits, evacuating infants/toddlers and others with limited mobility, emergency information/kits, and notification.

Communication and Reunification Procedures

The Kansas Office of Emergency Communication serves as the ESF 2 (Communications) coordinator to the Kansas Division of Emergency Management. The Kansas Office of Emergency Communication works closely with public-safety practitioners throughout our state and nation to implement the strategies of the Statewide Communications Interoperability Plan (see appendix item 7). The Kansas Office of Emergency Communication provides communications related technical assistance to responders in the areas of planning, training, exercise, technology, and project development/implementation.

The Kansas Office of Emergency Communication manages two deployable Communications on Wheels (COWs) whose primary function is to support 800MHz and interoperable communication throughout the state.

Each county's emergency operations plan contains a detailed section for their ESF 2 (Communications) response detailing various roles agencies will fulfill to meet the communication needs on a county level. On a local level, local and city plans may also contain details on how the communication needs will be met.

Kansas Department for Children and Families and the American Red Cross are the primary agencies for ESF 6 (Mass Care, Housing and Human Services). Part of the Human Services responsibility includes reunification of families. Reunification of Families includes providing systems to allow individuals that are separated to contact one another using assets such as the ARC Safe and Well System and facilitates in the reunification of children with parents or guardians.

Each county's emergency operations plan contains a detailed section for their ESF 6 (Mass Care, Housing and Human Services) response detailing various roles agencies will fulfill to assist with reunification of families. On a local level, local and city plans may also contain details on how various entities will assist with reunification of families.

The Kansas Department of Health and Environment's Child Care Licensing Program guidance policy (see appendix item 5) identifies as essential components of an emergency plan for licensed child care providers procedures for notifying parents and legal guardians of the relocation and for reunification. KDHE's sample plan template (see appendix item 6) for providers has a section dedicated to parent notification and reunification. In that section it is suggested that providers include information given to parents such as the location of evaluation sites, emergency contact information for the facility and locations of emergency contact information for each parent/guardian. As part of the release section the plan asks providers to describe the steps taken to reunite children with parents including steps to ensure that children are released only to parents/guardians and other authorized individuals. A notification and reunification section is also included as needing completed for all the other types of emergencies throughout the template. Contact information for various emergency personnel is on the template. There is

additional resource information provided to child care providers on KDHE's emergency preparedness webpage.

Special Accommodation Procedures

The Kansas Response Plan 2014 acknowledges that accommodations may be needed for people with special needs, which would include infants and toddlers, children with disabilities, and children with chronic medical conditions. Kansas Department for Children and Families and the American Red Cross are the primary agencies for ESF 6 (Mass Care, Housing and Human Services). Part of the Human Services responsibility includes functional needs supports. Kansas Department for Children and Families (previously Kansas Department of Social and Rehabilitation Services as utilized on the document) has detailed how this assistance will be provided in the document *Assisting Individuals with Functional Needs during Evacuation and Sheltering* (see appendix item 4). In this document it is described that those with functional needs includes all individuals with disabilities and chronic medical conditions, as well as, pregnant women and infants and unaccompanied children. The plan also indicates that when shelters are used a private area marked for breastfeeding or pumping mothers should be available in the shelter. Children with functional needs may have family or staff who can meet their needs and in some cases they may be accommodated in a general needs shelter. The emergency managers may seek assistance from Kansas Department for Children and Families staff and other community agencies to provide the support and care giving needed by someone with functional needs in a shelter who is not accompanied by a caregiver. During a response to disease outbreak, Kansas Department of Health and Environment and Kansas Division of Emergency Management will work with the local health departments to ensure that all populations requiring special consideration will be planned for and assisted as needed. This includes infants and children.

The Kansas Vulnerable Needs Planning System utilizes a website that allows residents with special needs, which includes children, the chance to provide information that may assist the emergency management agencies in planning to meet the needs of this population before, during, and after emergencies. Child care facilities may also provide information on this website to assist in the emergency planning for their facility. The Kansas Department of Health and Environment's Child Care Licensing Program provides latitude and longitude information on all licensed facilities to the Kansas Division of Emergency Management to facilitate emergency planning details.

Local and county level Emergency Managers are required to take these populations into consideration when planning for an emergency.

The Kansas Department of Health and Environment's Child Care Licensing Program guidance policy (see appendix item 5) identifies as essential components of an emergency plan for licensed child care providers procedures to meet the needs of individual children, including those with special health care or mobility needs. KDHE's sample plan template (see appendix item 6) for providers has a section describing how infants and toddlers and others with limited mobility will be evacuated. It also asks that they include additional information concerning items/supplies

to meet the needs of individual children, including medications. The shelter-in-place section also has a similar part for infants and toddlers and others with mobility issues, as does the hazard/incident specific events section. There is additional resource information provided to child care providers on KDHE's emergency preparedness webpage.

Continuity of Operations and Child Care Services

All state agencies, including Kansas Department for Children and Families, Kansas Department of Health and Environment, and Kansas Division of Emergency Management, have developed an agency wide continuation of operations plan. Kansas local Health Departments, which provide child care licensing services, also have continuation of operation plans developed. The Kansas Department for Children and Families has continuation of operations plans for Kansas DCF Administration site, ITS, and each of the four regions. Each office also has a continuation of operation plan developed. To ensure continued access to the Kansas Benefits Card, which is used by child care subsidy providers to pay providers, the agency that KDCF contracts with also has a continuation of operation plan (see appendix item 8).

In order to help facilitate the continued care for children when their parents or caregivers are absent, Kansas Department of Health and environment has issued some emergency disaster guidelines, which are provided in the next section of this document. Kansas Department of Health and Environment's Child Care Licensing Program (KDHE-CCL) has long had a guidance policy for local health departments, child care and school age programs and partners regarding the care of children and youth in facilities when their parents are absent, in the event of a community natural or environmental disaster. Guidelines address 1) temporary emergency facilities within the disaster area or set up outside the disaster area but not licensed at the time of the disaster, 2) regulated facilities not directly impacted by the disaster; and 3) local health departments contracted to provide child care regulatory services affected by the disaster and 4) regulated facilities that are within the disaster area or facilities temporarily closed and then re-opened following the disaster. A member of the child care licensing team serves on KDHE's Mass Care Planning Team and they are currently updating the existing guidance to better align with current Kansas Department of Health and Environment standard operating procedures.

KDHE’s Emergency Disaster Guidelines for Early Care and Youth Programs

The purpose of this document is to provide guidance to local health departments, child care and school age programs and partners regarding the care of children and youth in facilities when their parents are absent, when the community experiences a natural or environment disaster. Guidelines are provided for 1) temporary emergency facilities within the disaster area or set up outside the disaster area but not licensed at the time of the disaster, 2) regulated facilities not directly impacted by the disaster; and 3) local health departments contracted to provide child care regulatory services affected by the disaster and 4) regulated facilities that are within the disaster area or facilities temporarily closed and then reopened following the disaster.

TEMPORARY EMERGENCY CHILD CARE FACILITIES WITHIN THE DISASTER AREA OR SET UP OUTSIDE THE DISASTER BUT NOT LICENSED AT THE TIME OF THE DISASTER

KDHE will not require the licensure of Temporary Emergency Child Care Facilities located within Emergency Shelters for displaced families. In addition, Emergency Child Care organized and operated by relief agencies such as the American Red Cross or Salvation Army or local organizations or volunteers to provide child care for emergency workers and displaced children and youth will not require licensure.

While KDHE is not requiring licensure of Emergency Temporary Child Care Facilities noted above, the department expects that safe and healthy child care practices are provided for displaced children and youth.

Consideration should be given to:

Basic Record Keeping

For children and youth:

- Name, age and gender
- Basic health information including known allergies, special needs and medications

For adults:

- Name and address of adults supervising the children and youth

Preventing the spread of communicable disease

- Emphasize the necessity of hand washing with soap and running water
- Post hand washing and safe diapering procedures in bathrooms and diapering areas
- Avoid shared bedding
- Disinfect eating areas before and after each use

Providing adequate supervision of adults working with children and youth including structure for staff support and children and youth: Recommended staff/child ratios and group size:

Ages of Children/Youth

Staff/Child Ratio

Group Size

Mixed Age Grouping, limit 2 infants	1 to 5	10
Infants to 12 months	1 to 3	9
Toddlers (12 months to 2 ½ years)	1 to 5	10
Preschool (2 ½ to school age)	1 to 10	20
School age	1 to 15	30

Providing a framework for structure, routine and age appropriate activities

Ensuring safe toys and materials

KDHE recommends that healthy adults and children 16 years of age and older working or volunteering in Temporary Emergency Child Care Facilities obtain current immunizations in consultation with their health care provider.

REGULATED CHILD CARE AND SCHOOL AGE PROGRAM FACILITIES NOT DIRECTLY IMPACTED BY THE DISASTER

KDHE is granting the following allowances in Kansas Child Care Regulation to ease any barriers in community efforts to accommodate a shortage of adult child care workers, displaced families, children and youth into existing regulated child care facilities:

Displaced children and youth entering regulated child care facilities for temporary emergency care:

- not required to provide documentation of current immunizations and health assessment for up to 60 days
- obtain as much information as possible about the children's/youth's health needs including any current medications being taken and any known medication, food or other allergies.

Healthy adults and children 16 years of age and older placed for temporary emergency housing or to provide assistance in care for children and youth:

- not required to provide documentation of a current negative TB test or health assessment for up to 6 months
- identifying information is to be submitted to the department for background checks within 5 days
- persons exhibiting symptoms of illness or who have been exposed to communicable disease should consult immediately with a health care professional

Licensed capacity and supervision in case of Natural or Environmental Disaster:

If a shortage of child care or child care workers exists to provide child care during such an emergency, licensed capacity or staff/child ratios may be exceeded when no other community options exist. Supervision of children and youth and communicable disease controls must be maintained. The licensee remains responsible for the children's health, safety and well-being.

If temporary housing or the placement of emergency relief workers children in a regulated family foster home would cause the facility to exceed the license capacity, foster care staff should be contacted via telephone for review on a case by case basis for possible options and solutions. If a residential facility needs exception to regulations to accept additional children or youth or if a new residential facility needs to be opened, the local child care surveyor and KDHE foster care administrator must be notified immediately for coordination. The foster care staff will prioritize review of cases involving displaced families for quick resolution.

LOCAL HEALTH DEPARTMENTS CONTRACTED TO PROVIDE CHILD CARE REGULATORY SERVICES AFFECTED BY THE DISASTER

In case of significant staff shortage when emergency response procedures are in place for public health, the local contractor is to respond to critical child care regulatory complaints and communicable disease surveillance in child care facilities. All other child care regulatory work stated in the contract may be suspended until normal operations resume.

Local health departments should work with other health departments to develop a preparedness plan that would include assistance for child care regulatory activity. Local health departments should identify a contact person in efforts to coordinate child care needs in the community.

When local child care regulatory services resume, the child care facility surveyor will work with KDHE staff to develop a plan to conduct local regulatory services that were temporarily suspended during the disaster, including identification and coordination regarding licenses that were non-renewed and new applications that may need to be closed due to lost facilities.

GUIDANCE FOR REGULATED FACILITIES WITHIN THE DISASTER AREA OR FACILITIES THAT ARE TEMPORARILY CLOSED AND THEN REOPENED FOLLOWING THE DISASTER

Facilities that are not structurally damaged and with access to a supply of clean drinking water (may be bottled or made safe following boiling), may remain open. Facilities must have electricity and a working phone. If heating or cooling is not functioning, efforts to safely control temperature for comfort are made.

When facilities that were damaged during a disaster are ready to re-open, the local child care facility surveyor or KDHE designee is to be notified. KDHE will request a compliance check of the environment to assess health and safety. Details provided on the survey request should contain disaster/emergency type and request to prioritize the survey. The child care facility surveyor will conduct the survey and forward to KDHE. The licensee will be notified when it is safe to resume child care.

When a licensee moves to another facility, a new application is required and will be given priority processing by KDHE to expedite issuance of a temporary permit or license. Applicants are to mark

the application in large, bold print **DISASTER PRIORITY APPLICATION** and submit to the local child care facility surveyor or KDHE designee.

Emergency Preparedness Procedures for Staff and Volunteers

Agencies that are involved with the Kansas Response Plan can prepare through annual Training and Exercise Planning Workshops (TEPW). The workshops focus on prioritizing core capability needs and defining a multi-year strategy of exercises and training to enhance the response at the time of a disaster. Kansas Division of Emergency Management has a training calendar and states that all emergency related statewide training is free to all, including volunteers participating at a community or agency level. These training exercises can include child care centers. All Kansas state agencies have requirements to participate in certain disaster related practice drills on a regular basis.

Child care providers have access to resources concerning how to prepare for an emergency on Kansas Department of Health and Environment's Child Care Licensing Emergency Preparedness Planning page. These resource materials cover practice drills and training. Kansas Child Care Training Opportunities offers a course that is specifically about emergency preparations. KDHE's policy states that the child care's emergency plan must be posted in a conspicuous place in the facility. The emergency plan should be shared with parents and legal guardians of each child enrolled. Each person caring for children, including each substitute, is to be informed of and shall follow the emergency plan. K.A.R. 28-4-128 Safety Procedures requires a fire drill to be conducted monthly and scheduled to allow participation by each child. Each date and time shall be recorded. It also requires a tornado drill to be conducted monthly, April through September, and scheduled to allow participation by each child. Each date and time shall be recorded. Each person regularly caring for children shall have first-aid training. Documentation of the training shall be on file at the facility.

Appendices

APPENDIX 1- KANSAS RESPONSE PLAN 2014

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Kansas Response Plan 2014



By the

Adjutant General's Department
Division of Emergency Management
2800 Southwest Topeka Blvd
Topeka, Kansas 66611-1287
785-274-1409

With Technical Review Support by
Tyler Wieland, Governor's Intern Program
AND
Terrence Ogren, KDEM Intern

APPENDIX 2-ESF COORDINATION FOR KDCF, KDHE, AND KDEM

KDCF, KDHE, and KDEM Designation of ESF Coordinator and Primary and Support Agencies

Agency	#1-Transportation	#2-Communications	#3-Public Works and Engineering	#4-Firefighting	#5-Emergency Management	#6-Mass Care, Emergency Assistance, Housing, and Human Services	#7-Logistics Management and Resource Support	#8-Public Health and Medical Services	#9-Search and Rescue	#10-Oil and Hazardous Materials Response	#11-Agriculture and Natural Resources	#12-Energy	#13-Public Safety and Security	#14-Long-Term Community Recovery	#15-External Affairs
Kansas Department for Children and Families					S	C/P								S	S
Kansas Department of Health and Environment					S	S		C/P		P	S			S	S
Kansas Division of Emergency Management	S	S	C/P	S	C/P	S	C/P	S	P	C/S		P		C/P	S

C = ESF coordinator

P = Primary agency

S = Support agency

APPENDIX 3-EMERGENCY PREPAREDNESS PLANNING IN CHILD CARE

What's The Plan? Emergency Preparedness Planning in Child Care Identifying Emergencies, Hazards and Threats to the Facility

Directions: Check the types of emergencies, hazards and threats that may affect your facility. Identify community resources available to help you prepare and reduce the risks. Identify steps to take to reduce the risk.

✓	Emergencies, Hazards and Threats	Community Resources	Steps to Reduce the Risk
	Bomb threat		
	Criminal Activity		
	Dangerous person or potentially violent situations		
	Earthquake		
	Fire/ smoke		
	Flooding		
	Gas leak		
	Hazardous material exposure		
	Ice/ Snow Storms		

✓	Emergency/Hazard and Threats	Community Resources	Steps to Reduce the Risk
	Illness/food safety		
	Injury or medical emergency –provider		
	Injury or medical emergency--child		
	Missing, lost or abducted child		
	Mudslide/landslide		
	Structural damage to the facility		
	Thunderstorm/Lightening		
	Tornado Watch/Warning		
	Utility outages: power failure or water line disturbance		
	Other		

APPENDIX 4- ASSISTING INDIVIDUALS FOR FUNCTIONAL NEEDS DURING EVACUATION AND SHELTERING

Ctrl + Click to open plan from source. (Kansas Department of Social and Rehabilitation Services has been renamed Kansas Department for Children and Families since the creation of this document)



ASSISTING INDIVIDUALS WITH FUNCTIONAL NEEDS DURING EVACUATION AND SHELTERING

**ESF 6: Mass Care,
Sheltering,
and Human Services**

January 2009

Sandra C. Hazlett
Social & Rehabilitation Services
Docking State Office Building
915 SW Harrison Street, 6th Floor N
Topeka, KS 66612

APPENDIX 5- CHILD CARE LICENSING PROGRAM POLICY

Kansas Department of Health and Environment: Child Care Licensing Program Policy: Emergency Plans to Provide for the Safety of Children and Staff

Administrative Policy and Procedure Manual Kansas Department of Health and Environment Bureau of Family Health	Program Child Care Licensing: Early Care and Youth Program
Policy: Emergency plans to provide for the safety of children and staff in the facility	Applies to: Licensed day care homes, group day care homes, preschools, child care centers and school age programs for children and youth
Effective Date: July 1, 2014	

EMERGENCY PLANS TO PROVIDE FOR THE SAFETY OF CHILDREN AND STAFF IN THE FACILITY

I. POLICY

Child care facility regulations require facilities to develop an emergency plan for the safety of children and staff in emergencies such as fire, tornadoes, storms, floods, and serious injury. The plan is to be posted in a conspicuous place in the facility. The emergency plan should be shared with parents and legal guardians of each children enrolled. Each person caring for children, including each substitute, is to be informed of and shall follow the emergency plans.

The emergency plans required in K.A.R. 28-4-128(a) and K.A.R. 28-4-592(b) should address the types of emergencies likely to occur in or near the facility including a fire, weather related event, missing child, chemical release, utility failure, acts of violence/ terrorism or other situations that might require evacuation, lock-down or shelter in place.

Plans are to include the following information:

- a) a designated relocation site and evacuation route;
- b) procedures to meet the needs of individual children, including those with special health care or mobility needs; and
- c) procedures for notifying parents and legal guardians of the relocation and for reunification.

II. PROCEDURES


This policy is effective as of the date stated above and remains in effect unless the Kansas Department of Health and Environment (KDHE) determines the policy is no longer in the best interest of children and families. Child care licensing surveyors review emergency plans during the annual inspection and provide consultation and technical assistance to assist licensees in maintaining compliance with the requirement.


III. PURPOSE

This policy clarifies the essential components of an emergency plan and supports licensees in their efforts to provide for the health and safety of the children in their care.

IV. AUTHORITY

The Secretary of KDHE has the authority to interpret the KDHE's regulations and to establish policies and procedures for conducting the Child Care Licensing Program.

 6/30/14
Section Director Date

 6/30/14
Bureau Director Date

APPENDIX 6- KDHE'S SAMPLE PLAN TEMPLATE FOR CHILD CARE PROVIDERS

Sample Emergency Plan

This template may be used to assist you in developing an Emergency Plan for your facility. It may be expanded to provide as much detail as necessary based on the types of likely emergencies and the number of children/staff. It is recommended that you coordinate with local law enforcement, fire, and emergency managers when developing your emergency plan. Note: licensed child care facilities are not required to use this template when developing a plan.

I. Facility Information:

Facility Name:	
Facility Address:	
Facility Phone:	
Facility Main Contact:	
Licensed Capacity:	
Number of staff (if applicable):	
Utility Shut Off Locations	
Electricity:	
Water:	
Gas:	
Equipment/Supplies Locations	
Alarm Box:	
Fire Extinguisher(s):	
First Aid Kit(s):	
Emergency Kit(s):	

II. Emergency Contacts: Identify the contact information for emergencies and post it in accessible locations.

	Contact name	Phone #	Email/Web Site
Police/Sheriff		911	
Fire		911	
Ambulance/EMTS		911	
Hospital			
Poison Control			
Local Emergency Management			
Electric Company			
Gas Company			
Water Company			
Local Child Care Licensing Surveyor			
KDCF Child Protection Report Center		1-800-922-5330	
Insurance Provider			
Radio/TV Station			
Child Care Resource and Referral Agency			

III. Emergency Assessment: The following emergencies or possible disasters have been identified as likely for this facility. *(check all that apply)*

<input type="checkbox"/>	Bomb threat	<input type="checkbox"/>	Hazardous material exposure	<input type="checkbox"/>	Thunderstorm/lightening
<input type="checkbox"/>	Criminal activity	<input type="checkbox"/>	Ice/snow storms	<input type="checkbox"/>	Tornado watch/warning
<input type="checkbox"/>	Dangerous person or potentially violent situations	<input type="checkbox"/>	Injury/medical emergency--provider	<input type="checkbox"/>	Utility outages—power failure or water line disturbance
<input type="checkbox"/>	Earthquake	<input type="checkbox"/>	Injury/medical emergency--child	<input type="checkbox"/>	<i>List additional event likely occur in your area</i>
<input type="checkbox"/>	Fire/smoke	<input type="checkbox"/>	Missing, lost or abducted child	<input type="checkbox"/>	<i>List additional event likely occur in your area</i>
<input type="checkbox"/>	Flooding	<input type="checkbox"/>	Mudslide/landslide	<input type="checkbox"/>	<i>List additional event likely occur in your area</i>
<input type="checkbox"/>	Gas leak	<input type="checkbox"/>	Structural damage to facility	<input type="checkbox"/>	<i>List additional event likely occur in your area</i>

VI. Parent Notification/Reunification: Steps to notify parents and to reunite children with parents.

Notification:	<p><i>Include information given to parents: location of evacuation sites, emergency contact information for the facility</i></p> <p><i>Location(s) of emergency contact information for each parent/guardian.</i></p>
Release:	<i>Describe the steps taken to reunite children with parents including steps to ensure that children are released only to parents/guardians or other authorized individual.</i>

IV. Evacuation: Evacuation in the event of fire, gas leak, structural damage to the facility etc.

Evacuation routes/exits:	<p><i>List the areas/rooms used for child care.</i></p> <p><i>List exits from each area/room, including rescue windows if applicable and describe the route to be taken from each. Consider including a diagram.</i></p>
Evacuating infants/toddlers and others with limited mobility:	<p><i>Describe how infants/toddlers and others with limited mobility will be evacuated.</i></p> <p><i>Include additional information concerning items/supplies to meet the needs of individual children. For example, diapers, formula, medication etc.</i></p>
Emergency Information/Kits:	<p><i>Describe the following:</i></p> <p><i>Where emergency contact information will be stored and how it will be accessed in an emergency, include other places contact information is maintained;</i></p> <p><i>The contents and location of emergency supply kit(s) and who is responsible for the kit when evacuating the facility.</i></p>
Notification:	<p><i>Include:</i></p> <p><i>How the staff and children are notified of the emergency;</i></p> <p><i>How emergency services are notified; and</i></p> <p><i>How and when parents are notified.</i></p>
Evacuation Sites:	<ol style="list-style-type: none"> <i>1. Location/address of a safe location on the property or nearby (for example, due to fire):</i> <i>2. Location/address of an Out of neighborhood location (for example, due to gas leak or bomb threat and as directed by emergency personnel):</i> <i>3. Location/address of an Out of town (for example: following a widespread disaster—tornado, flood etc., and as directed by emergency personnel):</i>
Transportation to Evacuation Locations:	<i>Include means of transportation to each off site evacuation location.</i>
Additional:	<i>Additional information not covered above: for example, moving to an off-site emergency shelter when extreme weather conditions exist.</i>

V. Shelter in Place: Staying in the safest place inside the facility in the event of a weather related event such as severe storm/tornado or as advised by authorities due to a chemical spill/hazardous gases or security issue.

Location:	<i>Include the location of designated shelter in place location:</i>
Evacuation routes/exits:	<p><i>List the areas/rooms used for child care.</i></p> <p><i>List exits from each area/room and describe the route to be taken from each. Consider including a diagram.</i></p>
Evacuating infants/toddlers and others with limited mobility:	<p><i>Describe how infants/toddlers and others with limited mobility will be relocated to the shelter.</i></p> <p><i>Include additional information concerning items/supplies to meet the needs of individual children. For example, diapers, formula, medication etc.</i></p>
Emergency Information/Kits & Supplies	<p><i>Describe the following:</i></p> <p><i>Where emergency contact information will be stored and how it will be accessed in an emergency, include other places contact information is maintained;</i></p> <p><i>The contents of emergency supplies to be stored in the shelter: including items and supplies for extended periods (1-3 days). For example; formula, water, food, hand sanitizer, diapers, toys, first aid kit, battery-powered radio and supplies for sealing the room etc.</i></p>
Notification:	<p><i>Include:</i></p> <p><i>How the staff and children are notified of the emergency;</i></p> <p><i>How emergency services are notified (if necessary); and</i></p> <p><i>How and when parents are notified (if necessary).</i></p>

VII. Hazard/Incident Specific Events: Provide additional guidance and direction for those emergencies or disasters likely to occur in your area. For example, flash flood, missing child or power outage.


Event	
Steps to Be Taken	
Ensuring the safety of infants/toddlers and others with limited mobility:	
Emergency Information/Kits & Supplies	
Notification and Reunification:	

Event	
Steps to Be Taken	
Ensuring the safety of infants/toddlers and others with limited mobility:	
Emergency Information/Kits & Supplies	
Notification and Reunification:	

Event	
Steps to Be Taken	
Ensuring the safety of infants/toddlers and others with limited mobility:	
Emergency Information/Kits & Supplies	
Notification and Reunification:	

APPENDIX 7- KANSAS STATEWIDE COMMUNICATION INTEROPERABILITY PLAN

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Kansas

Statewide Communication Interoperability Plan (SCIP)

April 2014

OMB Control Number: 1670-0017
Date of Approval:
Date of Expiration:

Paperwork Reduction Act: the public reporting burden to complete this information collection is estimated at 10 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collected information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number and expiration date. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to DHS/NPPD/OEC, Serena Maxey, (703)235 2822, ATTN: PRA1670-0017.



EBT DISASTER PLAN INFORMATION

This disaster plan has a brief description of how the State will handle a disaster situation using the EBT system. To the greatest extent possible, FS benefits would continue to be issued via EBT. Our information Technology System Disaster Plan includes provisions for bringing computer systems back on-line in disaster situations affecting the State office or local DCF Service Centers. More detailed information on issuance of benefits via EBT would have to be developed at the time a disaster occurred, depending upon the extent of the damage and whether the local service center and/or phones lines were destroyed.

The following information is from our current Request for Proposal. Our contractor is FIS.

5.2.12.1 Contractor's System: The Contractor shall provide an alternate means of authorization of EBT during short-term outages, when switching over to the back-up site is not considered appropriate. The response to this requirement shall also include how the Contractor will notify both the State and the retailer community that an outage is occurring, and that alternate means of authorization are in place.

5.2.12.1.1 However, in the event of a disaster impacting the availability of the Contractor's primary data processing site, the Contractor shall have available a back-up site for host processing and telecommunications network services. The Contractor shall have the EBT back-up site begin processing transactions within one hour after the Contractor assesses the disaster situation and notifies the State that it is activating its back-up site.

5.2.12.1.2 The Contractor's Disaster Recovery Plan shall also include a State notification process as well as disaster criteria and timeframes that are acceptable to the State. The Contractor shall notify the State immediately upon Contractor's decision to move to a disaster back-up site to provide EBT services. If the Contractor is providing EBT services to multiple states, the disaster recovery plan shall address the timing and order of recovery of the State as compared to other agencies being processed. The recovery of the State of Kansas' EBT system shall not be delayed because the Contractor is recovering other states' EBT systems.

5.2.12.1.3 The disaster back-up site shall be tested annually, and the Contractor shall provide the State with copies of such test results within thirty days of receipt of the test results.

5.2.12.2 State Systems: The Contractor shall support the recovery of the State's eligibility and EBT interface systems at a back-up site in the event of a disaster at the State's primary data center. This support shall consist of providing connectivity to the State's back-up site to support the transmission of data files and reports between the State and the EBT Contractor. Initial



support may consist only dial-up access until a more robust solution can be implemented. The connectivity during the initial days a disaster may also consist of passing tape cartridges between the Contractor and the State. In either case, the Contractor shall provide support to the State in ensuring that benefits are still being provided to clients through the EBT system during the recovery of the State's data processing systems. Following the declaration of a disaster by the State and movement to a back-up data center, the Contractor shall work with the State technical staff to provide support for EBT administrative functionality across the State.

5.2.12.3 Natural Disasters within the State: The EBT Contractor shall support providing benefits to State clients subsequent to the occurrence of a natural disaster within the State. The basic assumption is that there will be sufficient infrastructure available within the retailer community to support EBT as a means for accessing their benefits. This section provides the requirements to the EBT Contractor for providing those benefits.

5.2.12.3.1 The State's plan in supporting recovery from natural disasters is to maintain an inventory of at least 15,000 EBT cards within the DCF EES Administration that could be used in the event of disaster. (These are "regular" Vision Cards that could be issued in any DCF local service center.) Following the declaration of a disaster requiring expedited issuance of Food Stamp benefits, the State would issue the EBT cards to eligible clients within the disaster areas. Following issuance of cards, the State would update the respective EBT accounts on The Contractor's system through the batch interface with the associated demographic information, including the assigned case number and client name. Benefits would also be added to the EBT account through the batch interface.

5.2.12.3.2 For localized disasters impacting a small geographic area, such as an area hit by a tornado, the Contractor may be required, at the State's direction, to drop ship all requested EBT cards to a specified address. The cards would then be issued to clients by DCF staff at the local DCF service center (if available) or at an alternate location within the immediate area of the disaster. Vendors should note that this option is not priced separately (in the Cost Proposal) because the state should have an adequate supply of EBT cards already on hand in the DCF EES Administration. In addition, counties adjacent to the area affected by the disaster should be able to provide EBT cards and support services.